

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
RFP SOLICITATION NUMBER VA263-12-R-0487
REPAIR ROADS, WALKS AND PAVEMENT PHASE 2
PROJECT NO. 568-12-126
VAMC, FORT MEADE, SOUTH DAKOTA

A. PART I - GENERAL

A1. Scope of Contract

Provide all design, labor, materials, tools and equipment necessary for design and construction of the project described herein and other specific tasks as further defined by this Request for Proposal (RFP).

Location: This project is located on the campus of the VAMC, Fort Meade, South Dakota.

Description: Project No. 568-12-126, Repair Roads, Walks and Pavement Phase 2.

The design/build contractor will design and construct the following: 1) Additional parking lot near Building 148; 2) Asphalt milling and overlay of Custer Avenue, from its westerly intersection with Highway #34 to a point in front of Building 64; 3) Asphalt milling and overlay of Mackenzie Circle; 4) Asphalt milling and overlay of Sheridan Street from its westerly intersection with Custer Avenue to the easterly intersection with Custer Avenue; 5) Parking lot seal and crack sealing for Primary Care Parking Lot West; 6) Parking lot seal and crack sealing for Primary Care Parking Lot South; 7) Parking lot seal and crack sealing for Building 146 Parking Lot; 8) Parking lot seal and crack sealing for Building 148 Parking Lot. See **Section 01 00 00 General Requirements, "1.2 Statement of Bid Items"**, for complete description of Bid Items.

Design will consist of, but is not limited to: Site surveys, coordination/meetings with VA, drawings and specification preparation, 50%, and 100% drawing submittals. Drawings shall be produced by computer automated drafting system using Auto CAD or a compatible software. At the completion of the design, the A/E shall furnish copies of all drawing files for us including directory, layering information, drawing and plotting scale, and any pertinent information. Preliminary plans shall be produced with layering such that basic drawing information can be later utilized for working drawings. The design/build team shall be responsible for reproduction

costs for reviews and final submittal. Furnish 2 hard copy sets of approved drawings and specifications for VA use during construction. At project completion, provide as-built CAD files, plus one set of final as-built plots on mylar media with Standard VA title block and borders, size 30"X42". Design for the Additional 148 Parking Lot shall include drawings and specifications that shall be of "Bidding Quality and Detail". Design requirements for the asphalt mill and overlay work and the pavement sealing, crack sealing and pavement markings for the various parking lots shall be minimal, and may be covered by notes, specifications and/or sketches.

Demolition will consist of, but is not limited to: Removal and disposal of asphalt/concrete roads/curb/gutter, removal and disposal of unusable materials, the protection of existing landscaping, utilities and erosion control. All items of work designated to be removed shall be disposed of 'off-site' in conformance with both State and Federal guidelines, provide the Project Engineer of proof that the disposal locations meet this restrictions.

New construction will consist of, but is not limited to: Earthwork and grading, compaction for new parking lots, installation of asphalt concrete parking areas, asphalt milling, concrete curb and gutter, concrete sidewalks, parking lot lighting, traffic control and signage, parking lot stripping, grading and seeding grassed areas as needed, erosion control and storm drain protection.

Schedule Objectives - The anticipated completion of this project is 210 calendar days after signing the "Notice to Proceed (NTP)."

A2. Definitions

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
 - 1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
 - 2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer and the Contracting Officer's Technical Representative (COTR) at the construction site. The Project Manager is

responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc. The Project Manager may issue change orders to the Contractor within the limitations set forth in his delegation of authority from the Contracting Officer.

4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
 5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
 6. AE: This term, as used herein, refers to the Architect Engineer firm(s) that is a part of the DB team, also referred to as DB/AE.
 7. RFP/AE: The firm(s) directly hired by the VA for the preparation of the RFP Documents and to provide other technical assistance to the VA.
- B. Schedule Objectives - The anticipated completion of this project is 210 days after "Notice to Proceed" (NTP).

A.3 Design-Build Requirements

Basis for Design/Construction-The VA Master Specification **TIL-Master Construction**

Specification (PG-18-1) shall be use for all design and construction relating to this project-see <http://www.cfmva.gov/TIL/spec.asp#32>, except that, asphalt concrete shall conform to South Dakota Department of Transportation Sections 320 and 880 and not the VA Master Specification.

A4. Pre-Proposal Conference

A pre-proposal site walk will be held on Thursday, May 24, 2012, VAMC Fort Meade, SD at 9am MST, Building 89 Engineering Office. All offerors, consultants, subcontractors, manufacturers and suppliers are invited to attend. The following agenda is furnished for this meeting:

1. Open meeting;
2. Review of project and design build method for construction contracting;
3. Specifications and project phasing;
4. General requirements, Solicitation Documents and Offer Submission Procedure;

5. Review of "Buy American Act";
6. Questions and answers;
7. Close; and
8. Site walk through – attendance is optional.

A5. Selection Criteria and Weightings

- A. General Proposals will be evaluated and award will be made on the basis of both technical considerations and cost most advantageous to the government as per FAR Part 15. See the **Source Selection Plan** of these documents regarding the requirements and selection criteria.

B. PART II – RESPONSIBILITIES

B1. VA Team

The VA team is comprised of Facilities Management and Contracting. The coordinator/manager of the VA team will be the VA Project Manager, who will have Contracting Officer Technical Representative (COTR) authority.

B2. Design-Build Team:

- A. The DB team includes all J/V partners, consultants and sub contractors to the one firm. The DB team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.
- B. If the DB Team A/E and contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction contractor or sub contractors. If the DB Team A/E and contractor is one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
- C. The RFP documents are intended to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the RFP documents within the required time period.

D. PART IV - POST AWARD REQUIREMENTS

D1. Construction Document Preparation:

- A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission packages. The VA will review as many as two (2) package submissions.
3. All submission packages will be reviewed at (50%) and (100%) completion stages. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
4. Each review submission package shall include 2 hard copy sets. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be distributed to the VA Project Manager and others as determined to be appropriate by the VA Project Manager.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for (1/2) day for each discipline/package design review meeting. DB team management will be present at each review meeting.
3. The DB team shall allow a minimum of ten (10) working days for each review cycle. A cycle includes:
 - a. The VA's receipt of the design review submission package.
 - b. The review meeting.
 - c. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
4. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager (for the VA) and the DB Team Project Manager (for the DB Team). See section H. Quality Assurance/Quality Control.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2010.

2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2010 for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files.
3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted materials will be executed in electronic format Microsoft Office 2007.
4. The construction record drawings shall be completed in AutoCAD version 2010.

D. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
2. The professional seal indicating such license by the state shall appear on the final construction documents. The architect or engineer whose seal is shown will be known as the Architect or Engineer of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.

E. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 100% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 50% and 100% submission package reviews and will comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB Team.

5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
- F. Construction Drawing Preparation - Mandatory material and equipment schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following *:
1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, Curb and gutter plans, schedules, calculations and details.
- G. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. All specifications will be developed using the VA Master Specifications. The specification sections submitted for review and final acceptance shall at a minimum include:

	DIVISION 01 - GENERAL REQUIREMENTS
01 00 00	General Requirements (Supplied by VA Project Manager)
01 00 11	Medical Center Requirements (Supplied by VA Project Manager)
01 33 23	Shop Drawings, Product Data, and Samples
01 42 19	Reference Standards
01 45 29	Testing Laboratory Services
01 74 19	Construction Waste Management
	DIVISION 02 – EXISTING CONDITIONS
02 41 00	Demolition
	DIVISION 03 – CONCRETE
03 30 53	(Short-Form) Cast-in-Place Concrete
	DIVISION 26 ELECTRICAL
26 56 00	Exterior Lighting
	DIVISION 31 – EARTHWORK
31 20 11	Earth Moving (Short Form)
	DIVISION 32 – EXTERIOR IMPROVEMENTS
32 05 23	Cement and Concrete for Exterior Improvements

	Asphalt Paving-SD DOT Sections 320 and 880
32 17 23	Pavement Markings

1. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.

H. Design Requirements - Compliance with codes and standards.

1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials.
2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
3. In the design of new roads work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
 - 1) Zoning laws:
 - 2) Environmental and erosion control regulations; and
 - 3) Laws relating to landscaping, open space, minimum distance of a building from the property line, and historic preservation. Also similar laws, of the State and local political division, which would apply to the construction if it were not to be constructed or altered by the U.S. Government.
4. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities.
5. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.

6. No action may be brought against the DB Team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.
7. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor, Occupational Safety and Health Standards, for occupancy requirements.

D2. Construction Period Submittals

- A. The DB contractor shall distribute a total of 2 sets of the approved construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturer's field reports, etc. as required by the VA RFP specifications, to the VA Project Manager.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA Project Manager at all times and a final copy shall be provided to the VA at project completion.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA Project Manager. The VA Project Manager will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff on complicated system submittals. The DB A/E shall notify the VA Project

Manager in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

D3. PROJECT CLOSE-OUT

The DB team shall comply with the requirements in the “General Conditions”, and “General Requirements”, Section 010000, for submission of final RFP as built drawings, manuals, and other documents as noted. Required as built drawings and specifications will be submitted in the same format required for the construction documents.

D4. SITE VISITS AND INSPECTIONS

During the construction period the DB A/E shall make three (3) visits to the project site when requested by the Project Manager. The DB A/E shall observe the construction, advise the Project Manager of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the Project Manager within three work days following the site visit date.

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Provide all design, labor, materials, tools and equipment necessary for design and construction of **Project No. 568-12-126, Repair Roads, Walks and Pavement, Phase 2** described herein and other specific tasks as further defined by this request for proposal (RFP). This project is located on the campus of the VAMC, Fort Meade, South Dakota.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.
- C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- D. Prior to commencing work, general contractor shall provide proof that a OSHA certified “competent person” (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- E. The Contractor shall provide evidence of a company safety program in accordance with the requirements of Section 010100, Medical Center Requirements. All employees of general contractor and subcontractors shall have relevant competency training for the work being performed.

1.2 STATEMENT OF BID ITEM(S)

Bid Item Description and Requirements

Bid Item 1, New 148 Parking Lot Expansion: This Bid Item involves the design and construction of the new parking lot designated on the drawings as New 148 Parking Lot Expansion. The parking lot shall be roughly 15,000 SF and provide 56-58 new parking stalls, work shall include appropriate parking lot pavement markings. The work shall involve both the design and construction of this new parking area, the design (drawings and specifications) shall be of “Bidding Quality and Detail”. Base proposals on the following criteria:

- 1) 4” asphalt and 6” gravel base.
- 2) Provide 3 density tests each for, sub-base, gravel base and asphalt pavement. Provide concrete testing for each days pour;
- 3) The Contractor may use material located on the Fort Meade station west of Building 137 as fill material. The Contractor shall be responsible for determining its suitability for use,

available quantity and hauling to the new parking lot area. Return the area containing this material to a like condition after completion of the project.

- 4) Provide curb and gutter and slope new parking area to drain
- 5) Parking lot lighting;
 - a.) Match existing 400 watt high pressure sodium lights. (Lithonia KSF2 400S R3 480 RP06 DNA LPI USPOM)
 - b.) Match existing poles and bases (Lithonia RTA 39 10G DM28 DNA USPOM), existing bases are 30" high, measured from finish of the asphalt.
 - c.) Lighting shall meet North American Standard I.E.S., recommendations for parking lots.
 - d.) Power for the parking lot lights shall come from the existing street lights.
- 6) This Bid Item will be bid as a lump sum bid item.

Bid Item 2: Asphalt Milling and Overlay on Custer Avenue: This Bid Item involves milling 1" of asphalt and furnishing and installing 1-1/2" asphalt overlay on Custer Avenue from its westerly intersection with South Dakota Highway 34 to a point in front of Building 64, see Fort Meade Site Plan. In addition this Bid Item involves removal and replacement of existing concrete curb and gutter and 4 inch concrete sidewalk. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches.

This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 3: Asphalt Milling and Overlay on Mackenzie Circle: This Bid Item involves milling 1" of asphalt and furnishing and installing 1-1/2" asphalt overlay on Mackenzie Circle. In addition this Bid Item involves removal and replacement of 4 inch concrete sidewalk. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches.

This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 4: Asphalt Milling and Overlay on Sheridan Street: This Bid Item involves milling 1" of asphalt and furnishing and installing 1-1/2" asphalt overlay on Sheridan Street, from its westerly intersection with Custer Avenue to the easterly intersection with Custer Avenue. In addition this Bid Item involves removal and replacement of concrete curb and gutter. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches.

This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 5: Parking Lot Seal and Crack Sealing Primary Care Parking Lot West: This Bid Item involves parking lot crack repair (pin or wire router /filled) and seal coat for the Primary Care

Parking Lot West. The seal coat shall be "STEELCOAT" Commercial Grade Sealcoat by JB Industrial Inc. Billings, Mt. or approved equal. Provide parking lot pavement markings to match the existing layout. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches. This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 6: Parking lot Seal and Crack Sealing Primary Care Parking Lot South: This Bid Item involves parking lot crack repair (pin or wire router /filled) and seal coat for the Primary Care Parking Lot South. The seal coat shall be "STEELCOAT" Commercial Grade Sealcoat by JB Industrial Inc. Billings, Mt. or approved equal. Provide parking lot pavement markings to match the existing layout. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches. This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 7: Parking lot Seal and Crack Sealing Building 146 Parking Lot: This Bid Item involves parking lot crack repair (pin or wire router /filled) and seal coat for the Building 146 Parking Lot. The seal coat shall be "STEELCOAT" Commercial Grade Sealcoat by JB Industrial Inc. Billings, Mt. or approved equal. Provide parking lot pavement markings to match the existing layout. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches. This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

Bid Item 8: Parking lot Seal and Crack Sealing Building 148 Parking Lot: This Bid Item involves parking lot crack repair (pin or wire router /filled) and seal coat for the Building 148 Parking Lot. The seal coat shall be "STEELCOAT" Commercial Grade Sealcoat by JB Industrial Inc. Billings, Mt. or approved equal. Provide parking lot pavement markings to match the existing layout. Design requirements for this Bid Item shall be minimal, it is expected that design shall be accomplished by specifications/notes and/or sketches. This bid item shall be bid using the estimated quantities shown; final contract amount for this BID Item will be base on unit prices bid and actual quantities installed.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. After design drawings and specifications have been approved by the VA the Contractor is responsible for furnishing, at his expense, copies as needed/necessary for completion of project.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

- A. Refer to Section 010100, Medical Center Requirements.

1.5 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.
1. American Society for Testing and Materials (ASTM):
 - E84-2007Surface Burning Characteristics of Building Materials
 2. National Fire Protection Association (NFPA):
 - 10-2006Standard for Portable Fire Extinguishers
 - 30-2003Flammable and Combustible Liquids Code
 - 51B-2003.....Standard for Fire Prevention During Welding, Cutting and
Other Hot Work
 - 70-2005National Electrical Code
 - 241-2004Standard for Safeguarding Construction, Alteration, and
Demolition Operations
 3. Occupational Safety and Health Administration (OSHA):
 - 29 CFR 1926Safety and Health Regulations for Construction
- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to COTR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Resident Engineer that individuals have undergone contractor's safety briefing.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:
 - 1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.
 - 2. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COTR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COTR.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a

24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COTR and Fire Department. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COTR.

- L. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day.
- M. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Fire Department per Section 010100, Medical Center Requirements. Obtain permits from Fire Department daily. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- N. Fire Hazard Prevention and Safety Inspections: Inspect entire construction area daily, and document on Contractors Daily Log.
- O. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. Smoking is prohibited except in designated smoking rest areas.
- P. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- Q. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The

temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work.

- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- D. Working space and space available for storing materials shall be as determined by the Resident Engineer.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Provide unobstructed access to Medical Center areas required to remain in operation.
 - 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- G. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Resident Engineer.

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of the COTR.
 2. Contractor shall submit a request to interrupt any such services to COTR, in writing, 48 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COTR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COTR. Such approval will be confirmed in writing as soon as practical.
- H. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- I. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles.
 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Resident Engineer.
 3. Coordinate the work for this contract with other construction operations as directed by Resident Engineer.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COTR of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and COTR.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COTR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) of Section 00 72 00, GENERAL CONDITIONS.
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COTR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and will form basis for determining

extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance Section 010100, Medical Center Requirements, and with the Pre-Construction Risk Assessment. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COTR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- C. In general, the following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Resident Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.

2. Do not perform dust producing tasks within occupied areas without the approval of the Resident Engineer. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Provide dust proof temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the COTR.
 - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
 - c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
 - d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.

- e. The contractor shall not haul debris through patient-care areas without prior approval of the Resident Engineer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
 - f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
 - g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
 - h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- D. Final Cleanup:
- 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
 - 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
 - 3. All new air ducts shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
- 1. Reserved items which are to remain property of the Government are noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner

as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Resident Engineer.

2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

1.10 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COTR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COTR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2) of Section 00 72 00, GENERAL CONDITIONS.

1.12 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Resident Engineer's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Resident Engineer within 15 calendar days after each completed phase and after the acceptance of the project by the Resident Engineer.

1.13 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Resident Engineer, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.14 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

1.15 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.

- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.16 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the COTR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and

instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Resident Engineer and shall be considered concluded only when the Resident Engineer is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Resident Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

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Medical Center Requirements

Section 010100

1.0 General Intention: This document pertains to station safety, health, and environmental policies for construction projects performed at the VA Black Hills Health Care System. Safety and health concerns are taken seriously at this facility. Both our staff and yours are expected to strictly adhere to the regulations and requirements. This is exceedingly important, since we must be primarily concerned for the safety of our patients. In this regard, OSHA Standards may protect worker safety and health, but they have minimal benefit for protecting the safety and health of our patients, due primarily to their differing medical conditions. Review this information as orientation with your personnel performing work on site. In addition, construction can have significant impacts to the environment. It is the policy of this organization to minimize impacts in accordance with the facility's integrated Green Environmental Systems (GEMS). Where the requirements as outlined in this and Section 010000 are differing, the more stringent shall apply.

2.0 Requirements:

A. Security:

1. Secure all construction areas, especially mechanical and electrical rooms against entry of unauthorized individuals including patients.
2. Notify the Contracting Officer's Technical Representative (COTR) for permission to work after hours and weekends. Standard work hours for the medical center are Monday–Friday, 7:00 a.m. to 4:30 p.m.
3. The VA will issue ID tags to contractor personnel. All contractor personnel are required to wear the VA provided ID at all times while working on government property. The Contractor will submit ID requests for each employee (including subcontractor employees) using the request form on attachment A.

B. Key Security:

1. Only a limited number of keys will be issued to the contractor. Key requests shall be made using the request form on attachment B.
2. If the Contractor loses a key, a charge of \$30 will be billed for a replacement key.
3. Ensure all doors leading to and from construction are either monitored or locked to prevent access to the area from unauthorized persons.

C. Contractor General Safety Program and Training Requirements:

1. The Contractor shall appoint a "Competent Person" (CP) for the project. The CP will have primary responsibility for construction safety, OSHA compliance, and adherence to the Contractor's safety program. The Contractor shall provide for approval, as part of the submittal process, the name of the CP and documentation that the individual has had the necessary training, experience, and has the authority to carry out their responsibilities with respect to safety and health during construction activities. Evidence of training shall include completion of OSHA approved courses or other construction safety training consistent with the scope of the project.

2. The Contractor shall also provide for approval, as part of the submittal process, evidence of a company safety policy that includes, as a minimum, the following components: a) Safety is the first priority and will not be compromised, b) PPE is provided for employees, and the employees are trained in its use, c) Details of regularly scheduled safety training for jobs site employees in regards to OSHA requirements, construction related impacts, and Life Safety Code requirements. This may be accomplished through documented “tool box talks”, or other similar methods.
3. The Contractors CP and primary workers will be required to view a VA provided video tape, “Playing It Safe”, approximate viewing time 15 minutes. The video identifies concerns regarding patients safety, privacy, and infection control; and introduces Contractor’s workers to the unique safeguards required when working in a hospital environment.
4. Adhere to the following:
 - Follow all federal, state and local safety and health regulations.
 - Maintain safety in the construction site/area in accordance with the provisions of the contract that includes the Occupational Safety and Health Administration (OSHA) Regulations; National Electrical Codes; National Fire Protection Association (NFPA) 70, National Electric Code; and NFPA 101, Life Safety Code. Work in a safe manner and take all proper precautions while performing your work. Extra precautions shall be taken when working around persons occupying the building during construction.
 - Provide Personal Protective Equipment (PPE) for your employees.
 - Post appropriate signs in specific hazardous areas.
 - Keep tools, ladders, etc., away from patients to prevent injuries.

D. Safety Inspections:

1. The VA professional Occupational Safety and Health staff at this facility will perform safety inspections of all contract operations. Written reports of unsafe practices or conditions will be reported to the COTR and Contracting Officer for immediate attention and resolution.
2. The Contractor’s superintendent/CP is required to monitor work on a daily basis, including surveillance related to health and safety. The daily inspections are to be documented via the check list included on the back of the Daily Log form (attachment C). Completed Daily Logs should be provided to the COTR at the end of each shift, and no later than the next working day.

E. Fire Alarms:

3. The fire alarm system connects all buildings at this facility, and is activated by various heat, duct, manual pull stations and smoke sensors. Manual pull stations are provided at each entrance. Survey the area in which you are working to locate the manual pull stations.
4. In the event of a fire alarm sounding, you are to remain in your area, unless medical center personnel (Safety, Nursing or Engineering) instruct otherwise, or

unless a fire situation is in your area, in which case you should immediately evacuate.

5. Any work involving the fire protection systems requires written permission to proceed from the COTR. *Do not tamper with or otherwise disturb any fire alarm system components without prior written permission. To do so without written permission will result in an adverse action.*

F. Hazardous Materials:

1. Many of the operations you are scheduled to perform may involve the use of hazardous materials. Prior to locating hazardous materials on site, submit all Material Safety Data Sheets (MSDS) through the COTR for evaluation by the facility Safety Officer.
2. Storage of hazardous materials within buildings shall be minimal with only enough on hand to perform daily work tasks. Flammable materials must either be removed from buildings at the end of the work shift or stored in approved flammable storage containers.
3. Care must be taken to ensure adequate ventilation to remove vapors of hazardous materials in use. Many of the patients being cared for in the facility are susceptible to environmental contaminants, even when odors seem minimal. Isolate those areas where vapors are produced, and ventilate to the most extent possible to reduce the number of complaints.

G. Airborne Dust Control During Construction:

1. Generation of dust is of major concern within staff, and especially in patient occupied buildings. Where operations involve the generation of dust, all efforts shall be directed at reducing airborne generated dust to the lowest level feasible. This may be accomplished by a number of methods. These include misting the area with water, or use of tools attached to high efficiency particulate air (HEPA) filtering vacuums. Where large amounts of materials may be disturbed, resulting in airborne dust, establishment of full ceiling-to-floor barriers shall be required.
2. Classification of Jobs:
 - a. CLASS I - Includes, but is not limited to, minor disturbances involving plumbing, electrical, carpentry, ductwork and minor aesthetic improvements.
 - b. CLASS II - (projects require barrier precautions) - Includes, but is not limited to, construction of new walls, construction of new rooms, major utility changes, major equipment installation, demolition of wallboards, plaster, ceramic tiles or ceiling and floor tiles, removal of windows, removal of casework, etc.

H. Class I Procedures:

1. Mist (with water) work surfaces to control dust while cutting. Alternatively a high efficiency particulate air vacuum (HEPA) can be used by positioning the vacuum next to the equipment at the use site.

2. Tape doors for activities that produce large amounts of dust, and block off and seal air vents.
3. Cover holes/openings (penetrations), in walls, ceiling, floors or door that cannot be patched or fixed within 4 hours. Only approved fire-rated materials will be used to fill holes in fire/smoke walls.
4. Comply with the OSHA regulations regarding noise and vapor containment.
5. Cleanup and disposal: Construction waste must be contained before transport using plastic bags and/or covered transport receptacle and/or cart and tape covering.
6. Wet mop and/or HEPA vacuum before leaving work area.
7. Place dust mats at entrance and exit of work area, and clean or change daily to prevent tracking of dust into occupied areas.
8. After work completion, remove covering from air vents.

I. Class II (Post Construction Warning Signs):

1. Same procedures as Class I - however, use of a HEPA vacuum is mandatory.
2. Construct all dust barriers before construction begins per the following instructions: For single rooms, seal door/frame with tape and plastic. The sheet should be divided vertically with a knife. Flaps should be taped on either side of the single sheet to create a flapped entrance.
3. For larger areas, install an airtight (fire retardant) barrier that extends from floor to ceiling, or seal to prevent dust and debris from escaping. Seal all seams with duct tape. Install barrier partitions to stop movement of air and debris penetrating ceiling envelopes, chases and/or ceiling spaces. Construct entrance with a double flap of plastic to prevent escape of debris; or, if elevator shafts or stairways are within the field of construction, install solid barriers.

J. Contact with Asbestos Containing Materials (ACM):

1. Due to the age of buildings, many contain asbestos containing materials (ACM). Primary ACM uses in the medical center includes floor tile, mastic, piping and HVAC insulation. The medical center has performed a comprehensive asbestos survey and has identified accessible ACM. Some areas contain damaged asbestos and should not be accessed without prior abatement.
2. The most common type of ACM insulation you may encounter includes thermal system insulation (TSI) and floor tile. ACM TSI is generally covered with a cloth wrap or lagging, and the asbestos substrate generally appear white in color. *Do not sand, drill, gouge or otherwise disturb this type of insulation.* Contractors disturbing or releasing asbestos containing materials will be liable for all damages and cleanup costs.
3. Where disturbance of asbestos is likely, it has been addressed in the contract for removal. If contact with the presence of asbestos is presented, stop all work in the immediate area and immediately contact the COTR or Safety Officer to make necessary arrangements for removal.

4. In some areas, asbestos insulation has been identified on elbows, between fiberglass piping insulation, as patching materials among the fiberglass insulation. Fiberglass insulation used in this facility is usually yellow or pink in color, wrapped either by cloth or paper lagging.
5. A complete assessment of asbestos materials and conditions are available for viewing by contacting the COTR. Prior to performing work above any ceiling or starting in a new area, consult with the COTR concerning existing conditions of ACM.
6. Some of the areas in the facility are identified as restricted areas due to condition of ACM. These are readily labeled. *Do not enter these areas* unless first contacting the COTR. Entry requirements to these areas are awareness of the hazards, proper protective clothing (coveralls and respirators) and personal monitoring in accordance with OSHA requirements.

K. Environmental Protection:

1. It may help you to be aware of the seriousness that the environmental protection requirements of each contract are regarded. Adherence to these requirements is subject to continuing scrutiny from the community and backed by severe penalties, such as fines and incarceration. These environmental requirements will be strictly enforced. Contractors are required to abide by all Federal, State, and Local environmental regulations.
2. *No* hazardous materials will be disposed of on Government property. Haul all waste off-site or dispose in contractor owned and operated waste removal containers.
3. Forward a copy of all waste manifests for special or hazardous wastes to the COTR. Environmental requirements will be strictly enforced.

L. Permit Required Confined Spaces:

1. Contractors performing work on this facility shall follow all requirements outlined in OSHA Standards for working in confined spaces. There are numerous permit required confined spaces on this facility. These spaces have been identified. Some spaces have been posted, but the majority have not due to their configuration. A complete listing of these areas is located in the Fire Department.
2. Confined spaces are areas that are large enough to be entered, have limited egress/exit potential and are not designed for permanent human occupancy. If you encounter any space that meets this definition, and if it is a suspected confined space, contact the COTR.
3. Contractors performing work in confined spaces are responsible for compliance with all applicable standards and regulations.

M. Housekeeping:

1. Protect patients and VA personnel in occupied areas from the hazards of dust, noise, construction debris and material associated with a construction environment. Keep work area clear, clean and free of loose debris, construction materials and partially installed work that would create a safety hazard or interfere with VA personnel duties and traffic.
2. Wet mop occupied areas clean and remove any accumulation of dust/debris from cutting or drilling from any surface at the end of each workday.

3. Make every effort to keep dust and noise to a minimum at all times. Take special precautions to protect VA equipment from damage including excessive dust.
4. Maintain clear access to mechanical, electrical devices, equipment and main corridors. This will ensure access to existing systems in the event of an emergency.
5. Clean area of all construction debris and dust upon completion of demolition and/or renovation.
6. During construction operations, keep existing finishes protected from damage. Cover and protect all carpets during construction. Any carpets or surfaces damaged as a result of construction activities will be replaced at the contractor expense.

N. Hot Work Permits:

1. Any hot work operations including cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes or any other similar activity, require a Hot Work Permit to be obtained by the Contractor from the Fire Department. The Contractor is responsible for conforming to all Medical Center regulations, policies and procedures concerning Hot Work Permits as outlined below:
 - a. Prior to the performance of hot work in patient-occupied buildings, request a Hot Work Permit from the Fire Department.
 - b. The Fire Department will inspect the area and ensure that the requirements of NFPA 241 and OSHA standards have been satisfied. The Hot Work Permit will be granted and must be posted in the immediate area of the work.
 - c. The Hot Work Permit will apply only to the location identified on the permit. If additional areas involve hot work, additional permits must be requested.
 - d. Upon completion of all hot work, notify the Fire Department to perform a re-inspection of the area.
 2. Do not use any of the extinguishers in the medical center for standby purpose while conducting hot work. Contractors are required to supply their own Class ABC extinguishers. Medical center extinguishers are only to be used in the event of a fire.
- O. Emergency Medical Services: Emergency medical services for stabilization purposes are available for contractors at this facility. For medical emergencies, dial 6911 when inside any building. Report the nature of the emergency and location. The operator will dispatch in-house personnel or coordinate an outside emergency assistance based on the nature of the emergency.
- P. Use of Government-Owned Material and Equipment: Use of Government-owned material and equipment is *prohibited*.
- Q. Superintendent Communications: At all times during the performance of this contract, the Contractors Superintendent is to be available by cellular phone. At the beginning of the contract and prior to beginning any construction, supply the COTR with the telephone number for the Superintendent.
- R. Parking: Contractor employees shall be assigned a parking area during the preconstruction meeting.

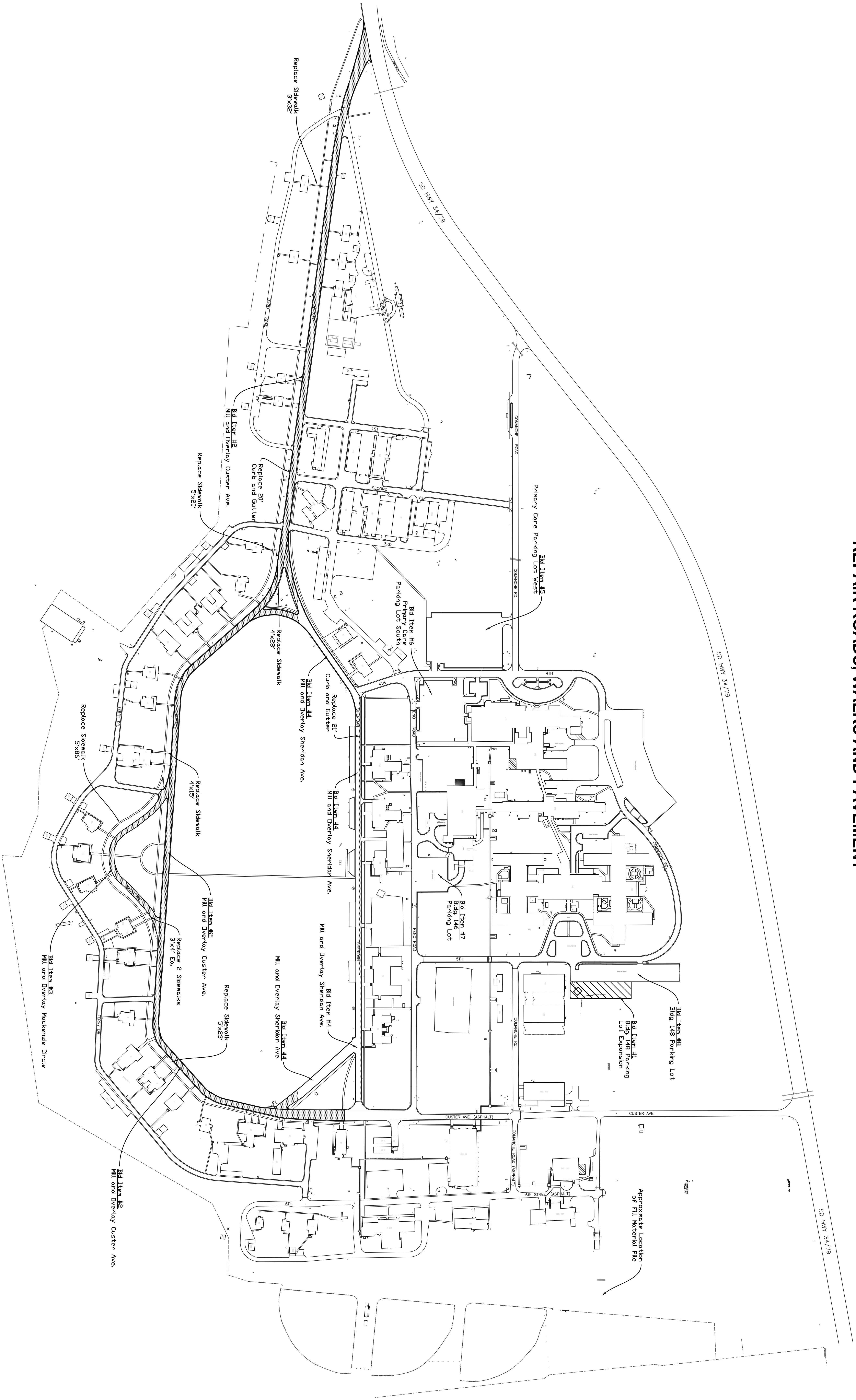
S. Traffic:

1. Traffic hazards are minimal at this facility. Drivers should be particularly concerned with pedestrian traffic.
 2. Seat belt use is mandatory on the station.
 3. Federal police officers maintain a 24-hour patrol of the area.
 4. Speed limits are to be observed, and are strictly enforced.
- T. Contractor's Trailers: Contractor's trailers shall be located at the area assigned. All utility connections to the trailer shall be installed at the contractor expense. Trailer removal is required upon completion of the contract, unless approved by the COTR to leave in place.
- U. Smoking: No smoking is permitted in buildings or around hazardous areas. Any smoking inside a government building is subject to a fine without warning.
- V. Lock out/tag out: Contractors performing work on equipment and systems are responsible for compliance with the facilities lock out/tag out policies.
- W. Road Closures: For any work requiring closure of a road or parking lot, a request for closure shall be made in writing at least 5 days in advance for approval by the COTR and Fire Department.

Attachments:

- A. Contractor ID Badge Request Form.
- B. Contractor Key Request Form.
- C. Contractor Daily Log Form.

PROJECT 568-12-126
REPAIR ROADS, WALKS AND PAVEMENT



Drawing Title		Project Title		Date	
OVERALL SITE PLAN		REPAIR ROADS, WALKS AND PAVEMENT		4/2012	
Approved Division Chief		Building Number		Project No.	
Approved Service Director		SM NH		568-12-126	
Location		FORT MEADE, SD		DRAWING NO.	
				1	
				Dwg 1 of 1	